



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE SECRETARY

FOIA Service Center

August 13, 2019

Beryl Lipton
MuckRock News
DEPT MR 70817
411A Highland Ave
Somerville, MA 02144-2516

RE: FOIA Request No. 19-01149-F

Dear Mr. Lipton:

This letter is a final response to your request for information pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, dated March 22, 2019 and received in this office on March 25, 2019. Your request was forwarded to the Office of the Executive Secretariat to search for documents that may be responsive to your request.

You requested the following:

Budget materials

-->>> for the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals submitted to this Bureau and its offices.

Staffing orders/reports/contacts

-->>> for the years 2017 and 2018, staffing reports and plans, including the count of employee numbers and for offices responsible for processing and responses to FOIA requests and appeals submitted to this Bureau and its offices.

- If this report is available in a form that includes the total number of hours worked for FOIA personnel, that version would be preferred.

- If reports are available for each month, that version is preferred.

- According to this agency's "About Us" website (<https://www.doi.gov/foia/About-Us>):

"The Department has decentralized its FOIA operations among 13 bureaus and offices, each of which has a Bureau/Office FOIA Officer leading its separately managed and resourced FOIA Program. Secretarial Order 3244 (November 12, 2002) anchored Bureau/Office FOIA Offices within their respective CIOs' Offices. That order was superseded by Secretarial Order 3309 (December 14, 2010), which replaced Bureau/Office CIOs with Assistant Directors for Information Resources and initiated a series of significant ongoing organizational changes as part of the Department's IT Transformation.

Bureau/office FOIA Officers are responsible for tracking, managing and responding to FOIA requests for records in their organization's possession and control, and administering their organization's FOIA programs. In addition to Bureau/Office FOIA Officers, some bureaus/offices also have Regional FOIA Coordinators and Field Offices that process requests.

Some bureaus/offices have their program offices (i.e., the offices whose records are the subject of the requests) prepare the responses to FOIA requests. These responses are reviewed by the FOIA Officer or Regional FOIA Coordinator and the appropriate FOIA attorney (when the decision is to withhold information, make a discretionary release, or deny a fee waiver).”

- - - > > all staffing reports and plans for the year 2019

- If reports are available for each month, such a version is preferred.

- - - > > contact information, including email addresses and phone numbers (if available), for each FOIA officer currently tasked with an open public records request

FOIA requester categories

- - - > > for the years 2017 and 2018, the designated category of each requester of a FOIA request to this office, including those assigned to the following categories:

- * commercial;

- * educational and noncommercial scientific institutions;

- * representative of news media requester;

- * all other requesters

- If this information is kept in an aggregate form including the number of requesters by fee category by year, a copy of this report will suffice to fulfill this element of the request.

FOIA fee waivers

- - - > > > for the years 2017 and 2018, the number of fee waivers granted by this office and, if available, the tracking numbers for the FOIA requests to which waivers were granted

FOIA fee collection

- - - > > for the years 2017 and 2018, any report capturing the following information:

- * total estimated processing and copy fees quoted to FOIA requesters

- * total processing and copy fees collected by this Bureau from each fee category

- If this information is kept in an aggregate form, such as a FOIA log, that material would be sufficient to satisfy the bullet points “FOIA requester categories” and “FOIA fee collection” if it captures the following information:

- * FOIA tracking number

- * requester fee category

- * amount processing and copy fees associated with the request

- * the status of the requester’s payment for the request

The information you seek has already been posted in the public domain and can be found in the Department of Education’s website via the following links:

- <https://www2.ed.gov/about/reports/annual/foia/index.html>
- <https://www2.ed.gov/policy/gen/leg/foia/contacts.html>

As the Department’s FOIA Public Liaison, feel free to contact me directly if you seek further assistance. I can be reached by e-mail at robert.wehausen@ed.gov; by phone at 202-205-0733; by fax at 202-401-0920; or by mail at Office of the Executive Secretariat, U.S. Department of Education, 400 Maryland Ave., SW, LBJ 7C132, Washington, DC 20202-4500, Attn: FOIA Public Liaison.

Sincerely,

Robert Wehausen

Robert Wehausen
Team Lead
FOIA Service Center
Office of the Executive Secretariat